

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Bus Monitor

POSITION SUMMARY:

Assists to safely transport children to and from school on school buses

SUPERVISED, EVALUATED AND REPORTS TO:

Transportation Coordinator

REQUIREMENTS:

- Medical examination
- Valid criminal history check
- Age below 58

PERFORMANCE RESPONSIBILITIES:

- Monitor conduct of students on the school bus to maintain safety and discipline.
- Direct boarding of students onto the bus to prevent congestion and unsafe conditions.
- Ride school bus to prevent altercations.
- Communicate with other school personnel, situations and regarding special needs children.
- May have to physically assist certain children on and off the vehicle and to make sure seat belts are properly fastened.
- Observe all mandatory safety regulations for school buses. Report malfunctioning of equipment while on route to and from school.
- Report lateness due to mechanical failure or other reasons to the proper authority.
- Transport only authorized children and discharge them only at authorized stops.
- Report any accident, regardless of how minor, with complete information as to the type of accident and necessary details. Assist with the preparation of incident reports when required.
- Work a split shift as required by the school arrival and dismissal times for the routes assigned.
- Have punctual attendance. The driver cannot wait for the monitor on the school bus.
- The bus monitor shall be on the bus from the time the first student is picked up in the morning and in the afternoon until the last student is dropped off.
- Must have creditable conduct while handling lost&found or other incident.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.